

FIGURE 6 - ORGANIZATION CHART

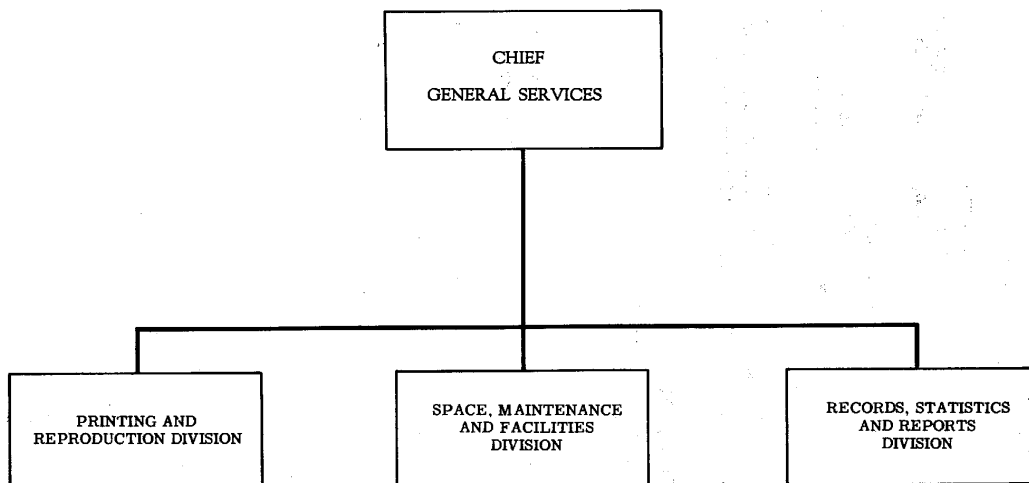
GENERAL SERVICES OFFICE

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REGULATION

ORGANIZATION  
20 March 1953

## GENERAL SERVICES OFFICE

### 21. MISSION

The Chief, General Services is responsible for providing selected administrative services for the Agency.

### 22. FUNCTIONS

The Chief, General Services shall:

- a. Provide reproduction and printing service.
- b. Determine space requirements and effect space procurement, planning, and allocation to meet the needs of the Agency within the metropolitan area of Washington, D. C.
- c. Provide headquarters motor pool service.
- d. Provide building maintenance, moving, and telephone service.
- e. Provide electrical accounting machine record service for administrative and selected operational activities.
- f. Administer the Agency records management and vital materials programs, including the maintenance of a forms design and analysis program.
- g. Maintain the central administrative files and headquarters mail and courier service.

### 23. ORGANIZATION

See organization chart, Figure 7.

ALLEN W. DULLES  
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